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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

U.S. SENATE
COMMITTEE ON ETHICS

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-2897. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Amended Form

Name of Traveler: Matthew Stern

Employing Office/Committee: Senate Committee on Health, Education, Labor, and Pensions

Private Sponsor(s) (list all): Aspen Institute (Education & Society Program)

Travel date(s): February 21-23, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Middleburg, VA Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The Aspen Institute Education and Society Program works with federal, state and local education leaders to improve K-12 student achievement, particularly for traditionally under-served students. As a Professional Staff Member that works on K-12 policy, this trip will support my understanding on how states are implementing the Every Student Succeeds Act.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/19/17
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Lamar Alexander hereby authorize Matthew Stern
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1-19-2017
(Date)

Lamar Alexander
(Signature of Supervising Senator/Officer)

Form RE-1

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